

**Solicitation Number: 06-0001-11**  
**Support Service for the Office of Naval Research for Sea Warfare and**  
**Weapons S&T, ONR 33**

The Statement of Work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of Office of Naval Research (ONR) Multiple Award Contracts (MATOC) for support services under CLIN 0001 are due by 2:00 PM (local), 13 FEB 2006.

**1.0    Background**

ONR 33 fosters, plans, and manages scientific research and technology development in the areas of chemistry; applied physics; power and energy conversion (collaborative with ONR 35 for electric weapons); naval materials; energetic materials; non-linear dynamics; ship structures; ship hull, mechanical, and advanced naval platform concepts; survivability and electrical systems; antisubmarine warfare and unmanned undersea vehicles (collaborative with ONR 32); naval logistics (collaborative with ONR 30); and non-linear dynamics, naval logistics and seabasing, undersea weapons, ocean engineering, and marine systems (collaborative with ONR 32). It maintains cognizance of National efforts in these areas and provides the scientific and technological base that maintains and expands the operational superiority of the Navy and Marine Corps in Sea Warfare.

ONR 33 requires Contractor technical and programmatic support to design, plan, and execute programs in:

- 1) Advanced naval power systems and their applications,
- 2) Future fuels,
- 3) Survivable ship systems, including autonomous reconfiguration of hull, mechanical, and electrical (HM&E) systems for survivability,
- 4) Seabasing, and
- 5) Advanced platforms.

ONR 33 also requires Contractor technical management and administrative support to assist monitoring, direction, and coordination of the overall ONR 33 science and technology program.

This is a continuing requirement. The incumbent for this work is BMT Syntek Technologies, under contracts N00014-04-D-0566 and GS-23F-0370K (GSA).

**2.0    Statement of Work**

**2.1    Objective**

The Contractor will provide technical and programmatic support services to review, analyze, and process technical and programmatic and risk management data associated with the programs described above, and support the transition of the intellectual knowledge or capabilities produced by the programs to Fleet applications. The Contractor will provide management and administrative support services to assist ONR personnel in the monitoring and direction of the

overall ONR 33 program, and the coordination of the program both within ONR and with external authorities and agencies.

## 2.2 Scope

The Contractor will provide engineering and technical support for the following ONR 33 programs:

- Advanced Naval Power Systems and their applications,
- Future Fuels,
- Survivable Ship Systems,
- Seabasing, and
- Advanced Platforms.

The Contractor will also provide technical management and administrative support for the overall ONR 33 science and technology program.

## 2.3 Technical Tasks/Requirements

### 2.3.1 Support for the Advanced Naval Power Systems program:

- The Contractor shall develop a technique for realistically estimating mission-based electrical and cooling requirements on electric ships. The technique shall include consideration of timing of and mutual dependencies among loads.
- The Contractor shall develop a top-level approach for managing generation and distribution of electrical power/energy and cooling resources on electric ships.
- The Contractor shall assess the anticipated component- and subsystem-level performance and the technological maturity of technologies proposed for inclusion in the Program, including solid state conversion; thermal management; energy storage and transfer; electromechanics; electrochemical, electrical, and electromechanical energy conversion; and electrical power system management and architecture.
- The Contractor shall identify and assess the anticipated system and application impacts of technologies proposed for inclusion in the Program.
- The Contractor shall identify potential transition opportunities for technologies being developed by the Program.
- The Contractor shall assist development and refinement of the science and technology investment strategy for the Program. The Contractor shall identify, evaluate, and recommend combinations of technology development projects given budget and schedule limitations.
- The Contractor shall periodically assess the status of the projects comprising the Program, using the regular project deliverables and discussions with project personnel as required and authorized by the Program Officer. The Contractor shall develop corresponding recommendations.

#### 2.3.2 Support for the Future Fuels Program:

- The Contractor shall coordinate future fuels research and reporting efforts among ONR, OPNAV, and NRL.
- The Contractor shall collect, organize, and coordinate the submission of future fuels study reports.
- The Contractor shall help create a coordinated science and technology investment strategy, using inputs from future fuels experts.
- The Contractor shall prepare draft responses to Congressional inquiries and required reports related to the Program.

#### 2.3.3 Support for the Survivable Ship Systems Program:

- The Contractor shall periodically assess the status of the projects comprising the Program, including the autonomous reconfiguration of HM&E systems element, using the regular project deliverables and discussions with project personnel as required and authorized by the Program Officer. The Contractor shall develop corresponding recommendations.
- The Contractor shall report Program system-level design, test, transition, and status information, based on inputs from the Program Officer and from the projects comprising the Program.
- The Contractor, in consultation with Carderock Division, Naval Surface Warfare Center Code 981 (CDNSWC 981) and other technical authorities directed by the Program Officer, shall participate in the design, development, testing, documentation, demonstration, and transition of HM&E system mission-oriented autonomous reconfiguration algorithms for advanced electric ships.

#### 2.3.4 Support for the Seabasing Program:

- The Contractor, in consultation with the Program Officer and the Seabasing Team, shall assess the anticipated performance and the technological maturity of technologies and concepts proposed for inclusion in the Program.
- The Contractor, in consultation with the Program Officer and the Seabasing Team, shall identify and assess the anticipated system- and system of system-level impacts of technologies and concepts proposed for inclusion in the Program.
- The Contractor, in consultation with the Program Officer and the Seabasing Team, shall assist development and refinement of the science and technology investment strategy for the Program. The Contractor shall identify, evaluate, and recommend combinations of technology development projects given budget and schedule limitations.
- The Contractor shall periodically assess the status of the projects comprising the Program, using the regular project deliverables and discussions with project personnel as required and authorized by the Program Officer. The Contractor shall develop corresponding recommendations.

#### 2.3.5 Support for the Advanced Platforms Program:

- The Contractor shall assess the anticipated subsystem- and system-level performance and the technological maturity of technologies and concepts proposed for inclusion in the Program, including innovative ship hull forms and configurations, resistance reduction techniques, high efficiency propulsors, advanced propulsion system integration, and ship structural materials.
- The Contractor shall identify and assess the anticipated ship impacts of technologies and concepts proposed for inclusion in the Program.

#### Management Support Tasks/Requirements

#### 2.3.6 Program Coordination Support for ONR 33:

- The Contractor shall coordinate preparation and review of ONR 33 program actual and projected technical milestones and funding.
- The Contractor shall assist coordination of the ONR 33 science and technology program with relevant communities both internal and external to ONR.
- The Contractor shall assist preparation of responses to internal and external memoranda on programmatic and financial matters.
- The Contractor shall assist development of technology transition/transfer plans.
- The Contractor shall provide reports on project interrelationships and areas or synergy with other agency programs.
- The Contractor shall monitor Congressional interest items.

#### 2.3.7 Program Management Support for ONR 33:

- The Contractor shall quantify, evaluate, and draft reports of technical accomplishment of ONR 33 program goals and milestones.
- The Contractor shall assist preparation and review of policy guidance documents.
- The Contractor shall assist development and coordination of processes.
- The Contractor shall assist review of research topics submitted by research institutions.
- The Contractor shall assist review of research project results.
- The Contractor shall assist organization and conduct of review meetings.
- The Contractor shall assist preparation of formal reporting material.
- The Contractor shall assist development of management tools that help define, observe, and assess actions that affordably and speedily move ONR toward strategic goals.
- The Contractor shall obtain information for the Program Officer.

- The Contractor shall prepare briefings for the Program Officer.
- The Contractor shall collect, review, and organize Principal Investigator task and progress statements.
- The Contractor shall monitor Principal Investigator financial expenditures.
- The Contractor shall facilitate special program needs.
- The Contractor shall provide minutes of meetings and discussions.
- The Contractor shall process proposals.
- The Contractor shall perform scientific and technical evaluations of topical areas of specific interest to ONR 33.

#### 2.3.8 Program Financial Support for ONR 33:

- The Contractor shall assist preparation of internal ONR 33 financial notices, instructions, guidelines, and reports.
- The Contractor shall identify, quantify, evaluate, and draft reports of financial execution of ONR 33 accounts.
- The Contractor shall assist preparation of funding documents.

#### 2.4 Reports, Data, and Other Deliverables

Deliverables shall be provided in electronic format, using Microsoft Office, Microsoft Project, Microsoft Exchange, ONR Formflow, or other software tools as mutually agreed between ONR 33 and the Contractor.

- **Monthly Progress and Management Report:** This report shall describe the work accomplished during the reporting period. The Report is due monthly, by the fifteenth day of the month following the reporting month.
- **Technical Reports and Technical Summaries:** Reports and summaries shall be provided as required, in presentation and/or written report formats as mutually agreed between ONR 33 and the Contractor.
- **Final Report:** This report shall summarize the major tasks and accomplishments of the reporting period. The Report is due by 30 days after the end of the base year, and 30 days after the end of each option if exercised.

### 3.0 Personnel Requirements

#### 3.1 Personnel Qualifications

The contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks.

##### 3.1.1 General Requirements:

The proposed workforce shall collectively have:

- Knowledge and experience in solid state converters, thermal management, transfer and storage media, advanced electrically powered weapons, electromechanics, electrochemical, electrical, and electromechanical energy conversion, electrical power systems management and architectures, autonomous reconfiguration of HM&E systems for survivability, advanced hull forms, alternate fuels, and Seabasing.
- Knowledge of ONR policies and procedures.
- Knowledge of ongoing Code 33 programs including the Future Naval Capability (FNC) and Innovative Naval Prototype (INP) programs and their relationship to other ONR technology efforts.
- Experience with ongoing relevant science and technology development efforts within the Defense Advanced Research Projects Agency (DARPA).
- Experience with ongoing surface combatant and aircraft carrier design and acquisition programs.
- Experience with the preparation of studies and analyses of current and future naval systems and force structure requirements.
- Experience providing expert opinions and analysis.
- Capability to evaluate, define, and develop analytical models, procedures, and techniques, including deterministic and probabilistic technology assessments and multiple attribute decision-making.
- Capability to develop planning methodologies to analyze research programs.
- Capability to develop and maintain key documents and master plans that incorporate all relevant studies and analyses.

#### 3.1.2 Senior Technical Manager:

The candidate should have at least a Master's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives, and at least 25 years of experience in Naval ship design with experience in HM&E disciplines. The candidate should have excellent organizational and personnel management skills. The candidate should have work experience both within the acquisition community and within the scientific community. The candidate must have the ability to develop and execute complex technical tasks; to perform risk management; to provide technical direction to support staff; to interface with Government, prime contractor, and University personnel; and to effectively allocate resources. In addition, the position requires experience in translating operational requirements into system technology, leading development of suitable presentation materials, and reporting/tracking documents. A SECRET clearance is required.

#### 3.1.3 Technical Manager:

The candidate should have at least a Bachelor's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives, and at least 10 years of experience in Naval ship design with experience in HM&E disciplines. The candidate should have excellent organizational and personnel management skills. The candidate should have work experience both within the acquisition community and within the scientific community. The candidate should also have the ability to assist in the development and execution of complex

technical tasks, the development of suitable presentation materials and reporting/tracking documents. A SECRET clearance is preferred.

#### 3.1.4 Senior Scientist - Ship Power Systems:

The candidate should have a PhD degree from an accredited college or university in a scientific or engineering discipline related to the task objectives. The candidate must have significant experience in all aspects of ship power and high energy systems, including high power sensors and electric weapons. The candidate must be familiar with the ongoing ONR Code 33 programs as they relate to ship power systems. In addition, the candidate must have experience with advanced naval power systems as they relate to current ship acquisition programs. The candidate should possess strong interpersonal, organizational, communication and analytical skills. Finally, the position requires experience with the operation, functions and objectives of ONR Code 33. A SECRET clearance is required. Prior military experience is highly preferred.

#### 3.1.5 Senior Systems Engineer – Ship Power Systems:

The candidate should have at least a Master's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives. The candidate must have experience in all aspects of ship power systems and high energy systems, including high power sensors and electric weapons. The candidate must be familiar with the ongoing ONR Code 33 programs as they relate to ship power systems. The candidate should have experience in the assessment of electric ship technologies, development of technology investment strategies, and risk management. In addition, the candidate should possess strong interpersonal, organizational, communication and analytical skills. Finally, the position requires experience with the operation, functions and objectives of ONR Code 33. A SECRET clearance is required.

#### 3.1.6 Senior Systems Engineer – HM&E Automation:

The candidate should have at least a Bachelor's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives, and at least 25 years of experience. The candidate must have experience in monitoring, control, and automation of HM&E systems. The candidate must be familiar with the ongoing ONR Code 33 programs as they relate to automation of HM&E systems. In addition, the candidate should possess strong interpersonal, organizational, communication, and analytical skills. A SECRET clearance is required.

#### 3.1.7 Electrical Engineer:

The candidate should have at least a Bachelor's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives. The candidate must have working experience in the modeling and simulation of ship power systems. In addition, the candidate should possess strong interpersonal, organizational, communication, and analytical skills.

#### 3.1.8 Senior Systems Analyst:

The candidate should have at least a Bachelor's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives, and at least 25 years of experience. The candidate must have a strong background in naval operations, and fleet experience. The candidate must be familiar with the ongoing ONR Code 33 programs as they relate to Seabasing. The candidate must understand how the individual systems constituting the Sea Base relate to one another, what the interdependencies are, and how the various technologies

will impact the ultimate performance of the Sea Base. In addition, the candidate must have risk management experience, and possess strong interpersonal, organizational, communication, and analytical skills. A SECRET clearance is required.

#### 3.1.9 Systems Analyst:

The candidate should have at least a Bachelor's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives. The candidate must have experience in the modeling and dynamic simulation of complex systems of systems. In addition, the candidate should possess strong interpersonal, organizational, communication, and analytical skills.

#### 3.1.10 Senior Naval Architect:

The candidate should have at least a Master's degree from an accredited college or university in a scientific or engineering discipline related to the task objectives, and at least 25 years of experience. The candidate must have subject matter expertise in all aspects of high-speed craft. The candidate must be able to integrate the technical, operational and economic characteristics of high-speed craft in both the naval military mission and commercial maritime market sectors of the global ship design, construction and deployment communities. In addition, the candidate must be familiar with the ongoing ONR Code 33 Advanced Platforms program. The candidate should possess strong interpersonal, organizational, communication, and analytical skills. In addition, the position requires experience with the operation, functions, and objectives of ONR Code 33. A SECRET clearance is required.

### 3.2 Level of Effort

The level of effort has been estimated for the proposed order. Both a base period and four option periods have been defined.

#### 3.2.1 Base Period:

The base period will be from time of award through 12 months. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours for Base Period</b>
Senior Technical Manager	1,320
Technical Manager	300
Senior Scientist – Ship Power Systems	1,200
Senior Systems Engineer – Ship Power Systems	1,200
Senior Systems Engineer – HM&E Automation	1,200
Electrical Engineer	300
Senior Systems Analyst	1,200
Systems Analyst	300
Senior Naval Architect	500
<b>Total Hours</b>	<b>7,520</b>

NOTE: 1,840 hours is equivalent to one (1) man-year

#### 3.2.2 Option Periods:

If the options are exercised, each option period will be from date of option exercise through 12 months. A summary of the labor categories and the total anticipated annual hours for each option is provided below.

<b>Labor Category</b>	<b>Hours for Each Option</b>
Senior Technical Manager	1,840
Technical Manager	300
Senior Scientist – Ship Power Systems	1,200
Senior Systems Engineer – Ship Power Systems	1,200
Senior Systems Engineer – HM&E Automation	800
Electrical Engineer	300
Senior Systems Analyst	700
Systems Analyst	300
Senior Naval Architect	500
<b>Total Hours</b>	<b>7,140</b>

NOTE: 1,840 hours is equivalent to one (1) man-year

### 3.2.3 Alternate Levels of Effort:

The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The Offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirements. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offer's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

## 4.0 Order Details

### 4.1 Contract Type

The Navy anticipates awarding a cost plus fixed fee level of effort task order.

### 4.2 Period of Performance

Base period of 12 months from time of award with four 1-year options.

### 4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumables or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). ODC estimates are provided below.

<b>Task Order Period</b>	<b>Travel and Per Diem</b>	<b>ODCs other than Travel and Per Diem</b>	<b>Total Not to Exceed (NTE) ODCs</b>
Base	\$44,000	\$10,000	\$54,000
Option I	\$44,000	\$10,000	\$54,000
Option II	\$46,000	\$10,000	\$56,000
Option III	\$48,000	\$10,000	\$58,000
Option IV	\$50,000	\$10,000	\$60,000

#### 4.3.1 Travel and Per Diem:

Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation. All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

#### 4.3.2 Other Direct Costs (Other than Travel and Per Diem):

ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, ODC cost total shall not exceed the NTE amount stated in Section 4.3.

#### 4.4 Place of Performance

Work on the efforts described in section 2.3 of the Statement of Work will normally be performed at the Contractor's facilities. The primary place of performance for the efforts described in sections 2.3.6, 2.3.7, and 2.3.8 of the Statement of Work will normally be at the ONR Headquarters building located at 875 North Randolph Street, Arlington, Virginia 22203-1995.

#### 4.5 Government-Furnished Resources (GFR)

The Government will provide information, material, and forms unique to the Government for supporting this task. The GFR necessary to perform the Statement of Work should be identified and requested through the designated COR.

##### 4.5.1 Facilities, Supplies and Services:

The facilities required to perform the efforts outlined in Section 2.3 of the Statement of Work will be at the Contractor's place of business. The Government will furnish basic facilities, supplies, and services (i.e. work space, phones, desks, utilities, office supplies, computer resources) required to perform the efforts outlined in Section 2.4 of the Statement of Work.

##### 4.5.2 Information:

All Government-unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The COR will be the point of contact for identification of any required information to be supplied by the Government.

##### 4.5.3 Documentation:

All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with the defined guidelines provided by the Government.

##### 4.5.4 Equipment:

With the exception to the basic facility items noted in Subsection 4.5.1, and in accordance with the general guidance in Federal Acquisition Regulation (FAR) Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. Personal computers should not be proposed as a direct charge under this solicitation.

#### 4.6 Subcontractors / Consultants

The Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

#### 4.7 Security Requirements

##### 4.7.1 Clearance Requirements:

During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. A SECRET clearance is required for personnel in the Senior Technical Manager, Senior Scientist – Ship Power Systems, Senior Systems Engineer – Ship Power Systems, Senior Systems Engineer – HM&E Automation, Senior Systems Analyst, and Senior Naval Architect labor categories, and is preferred for personnel in the Technical Manager labor category. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be issued prior to access or production of any classified information.

##### 4.7.2 Proprietary Information:

The Contractor is required to safeguard information labeled as proprietary.

##### 4.7.3 Privacy Act:

All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

##### 4.7.4 Nondisclosure Agreement:

In the course of this work, the selected Contractor will be required to execute Nondisclosure Agreements (NDAs) as outlined in paragraph 5.2.1 of this solicitation.

#### 4.8 Organizational Conflict of Interest

##### 4.8.1 Safeguarding Information:

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

#### 4.8.2 Organizational Restrictions:

Support contractor's knowledge of competition-sensitive information, described in the paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to 2 years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreement in procurements directly impacted by the Engineering, Materials, and Physical Sciences Department (ONR 33) research programs.

### 5.0 Proposal Requirements

#### 5.1 Proposal Format

The Offeror's proposal must be divided into three sections: (1) Cover Sheet, (2) Technical Proposal, and (3) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost. Proposals shall be formatted for 8½" by 11" paper, 1" margins, single-sided, single-spaced, 11-point Times Roman or Times New Roman font. Use of clarifying tables and figures is encouraged.

##### 5.1.1 Cover Sheet:

The Cover Sheet shall include:

- The information required by the clause at FAR section 52.215-1(c)(2).
- If the proposal includes proprietary information, the statement in the clause at FAR section 52.215-1(e).

The cover sheet shall not exceed 1 page.

##### a. Technical Proposal:

The Technical Proposal shall consist of six subsections: (1) Technical Approach, (2) Management Plan, (3) Corporate Experience, (4) Facilities, (5) Personnel Summary, and (6) Resumes. The Technical Proposal shall not exceed 25 pages, exclusive of resumes. There is no page limit for the Resumes subsection.

The Technical Approach subsection shall describe the Offeror's understanding of and approach to the requirement.

The Management Plan subsection shall describe:

- How the technical objectives, tasks, and deadlines will be determined.
- How staff responsibilities will be assigned.
- Whether and to what degree consultants and/or subcontractors will be utilized.
- How the quality and timeliness of work performance will be supervised and controlled.
- How the Offeror will coordinate with the program office.

- How a surge capacity will be maintained to meet unanticipated requirements.
- How administrative tasks such as travel, security, and resource requests will be handled.

The Corporate Experience subsection shall include information relative to previous efforts for the same or similar services provided in the past, including contract numbers and Government points of contact where applicable.

The Facilities subsection shall:

- Describe computer resources, publication/media materials, and equipment that are available and would be used in support of the work.
- Include an acknowledgement that the Contractor will provide information technology and telecommunications equipment for the proposed personnel for this task order, except as described in paragraph 4.5.1 of this solicitation.

The Personnel Summary section shall show:

- How the Offeror meets the workforce collective experience requirement in paragraph 3.1.1 of this solicitation.
- For each person in the proposed workforce: the labor category, highest educational degree awarded, degree field, years of experience relevant to the Statement of Work, security clearance, and proposed hours in the base and each option year.

The Resumes section shall show how each person in the proposed workforce meets or exceeds the requirements of their labor category. If a proposed person is not a current employee of the Offeror or its proposed subcontractors and consultants, a copy of an offer or conditional offer letter, signed by both parties, shall accompany the resume. Salary and benefit information in the letter, if any, shall be obliterated.

b. Cost Proposal:

The Cost Proposal shall:

- Itemize, for the base and each option year: (1) proposed labor cost, (2) other direct costs (ODCs), (3) proposed fixed fee, and (4) proposed total cost plus fixed fee.
- Provide, if available and applicable, Defense Contract Audit Agency (DCAA) point of contact information.

There is no page limit for the Cost Proposal.

Proposed labor costs shall itemize and total the following costs, as applicable, for the base and each option year:

- Direct labor, including each person in the proposed workforce with associated proposed hours and hourly rate.
- Labor escalation rate (exclude from total).
- Fringe benefits.
- Overhead.
- General and administrative (G&A).
- Consultants.

- Subcontracts.
- Consultant/subcontractor handling.
- Any other relevant cost categories.

Proposed other direct costs shall itemize and total the following costs, as applicable, for the base and each option year:

- The estimated ODC amounts described in paragraph 4.3 of this solicitation.
- Cost of money.
- G&A and/or materials handling, as appropriate.
- Any other relevant cost categories.

Subcontract cost information containing the same details described above for the prime contractor must be provided either with the proposal (it can be submitted in a sealed envelope) or mailed separately before the solicitation due date and time.

The Offeror should provide its DCAA point of contact information, including the Branch Office name; and auditor name, phone number, and e-mail address, if available and applicable.

## 5.2 Other Required Documents

Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

### 5.2.1 Non-Disclosure Agreement:

Each employee of the successful Offeror will be required to sign an NDA prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this Order.

### 5.2.2 DD Form 254:

An authorization to access and generate classified materials will be generated for the successful Offeror prior to the commencement of effort under this Order.

## 5.3 Proposal Submission

The due date for receipt of proposals for this solicitation is no later than 2:00 PM (local time) on February 13, 2006. Proposals shall be uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC Web site. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

## 6.0 Evaluation Information

### 6.1 Evaluation Criteria

A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. Best value is the outcome of any acquisition that ensures the Government meet's the customer's needs in the most effective, economical, and timely manner. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following:

Technical Factors:

- (1) Proposed personnel.
- (2) Past performance on earlier tasks under this and similar contracts.
- (3) Technical approach.
- (4) Management plan.
- (5) Facilities.

Price/Cost Factors:

- (6) Costs.

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Price/Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than Price/Cost.

In regards to the Technical Factors, Factor (1) is of the greatest weight, Factor (2) is of less value than Factor (1), Factor (3) is of less value than Factor (2), Factor (4) is of less value than Factor (3), and Factor (5) is of less value than all other Technical Factors.

Although cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

## 6.2 Award

The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this Order is 13 APRIL 2006. The anticipated start date of this Order is on or about 13 APRIL 2006.

## 7.0 Submission of Questions

Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

## 8.0 Solicitation Amendments

Any amendments to this solicitation will be posted along with the solicitation on the ONR Web site. It is the Offeror's responsibility to regularly check for any posting of solicitations, amendments, and questions and answers under this or any other MATOC solicitation.

## 9.0 Point of Contact

The point of contact for this solicitation is:

Technical Point of Contact

Dr. Katherine Drew

Program Manager

Phone: 703-696-5992

Email: drewk@onr.navy.mil

Business Point of Contact

Emily McLaughlin

Contract Specialist, ONR Code 254

Phone: 703-696-7827

Fax: 703-696-3365

E-mail: mclaughj @onr.navy.mil

## 10.0 Sample Format for Section B

The following provides a sample representation of Section B of a resulting task order.

### SCHEDULE OF SUPPLIES AND SERVICES

Item No.	Description of Supplies / Services	Estimated Cost	Fixed Fee	Estimated CPFF
<b>BASE PERIOD</b>				
0001	Technical, Engineering, and Program Support Service for the Office of Naval Research for Sea Warfare and Undersea Weapons, ONR 33, in accordance with the Task Order Statement of Work.  <i>000101 ACRN XX XXXX</i>			
0002	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)  <i>000201 ACRN XX XXXX</i>	\$54,000.00	-	\$54,000.00
Total Base				
<b>OPTION PERIOD I</b>				
0003	Technical, Engineering, and Program Support Service for the Office of Naval Research for Sea Warfare and Undersea Weapons, ONR 33, in accordance with the Task Order Statement of Work.			
0004	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$54,000.00	-	\$54,000.00
Total Option Period I				

Item No.	Description of Supplies / Services	Estimated Cost	Fixed Fee	Estimated CPFF
<b>OPTION PERIOD II</b>				
0005	Technical, Engineering, and Program Support Service for the Office of Naval Research for Sea Warfare and Undersea Weapons, ONR 33, in accordance with the Task Order Statement of Work.			
0006	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$56,000.00	-	\$56,000.00
Total Option Period II				
<b>OPTION PERIOD III</b>				
0007	Technical, Engineering, and Program Support Service for the Office of Naval Research for Sea Warfare and Undersea Weapons, ONR 33, in accordance with the Task Order Statement of Work.			
0008	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$58,000.00	-	\$58,000.00
Total Option Period III				
<b>OPTION PERIOD IV</b>				
0009	Technical, Engineering, and Program Support Service for the Office of Naval Research for Sea Warfare and Undersea Weapons, ONR 33, in accordance with the Task Order Statement of Work.			
0010	Travel and Other Direct Costs (includes applicable G&A) (Not to Exceed)	\$60,000.00	-	\$60,000.00
Total Option Period IV				
<b>TOTAL ESTIMATED TASK ORDER CONSIDERATION</b>				

## Attachment A

### Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

#### BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourages scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
    - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
    - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
    - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
    - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
    - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
    - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
  2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise
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will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

#### AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files.